

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/14/12 tb

ANNOUNCEMENT NO. 121

WEB MASTER

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$30,215.00 - \$97,435.54 per year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, SEPTEMBER 28, 2012 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 25, 2012.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 25, 2012.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Develops and maintains the City of Cleveland's Web Site. Works with a variety of content providers and Departments to originate content. Programs HTML and uploads pages onto the site. Integrates multimedia assets and applications into the site. Develops and maintains a strategic plan for the Internet. Creates enhancements and modifications as needed. Manages links and cross promotions with other sites, ensuring that links are up to date. Updates information provided in pages and databases to keep content current. Analyzes traffic statistics and reports activity. Develops, researches, lays out, writes/edits new sections and features. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High school diploma or GED is required. Bachelor's Degree in Information Technology, Computer Science, Business or related field from an accredited four year college or university is required. Five (5) years web development experience with Windows NT and/or UNIX Platforms is required. (Will substitute up to two years of experience with certification). Must have knowledge of advanced proficiency with HTML, including style sheets, templates, complex tables, frames, and image maps. Must be able to program forms and implement scripts using languages such as Perl, CGI, Java, C, C++, VisualBasic and VB Script. Working knowledge of basic composition, page layout, and art presentation packages such as DreamWeaver, Flash, Front Page, MSWord, Excel, PowerPoint, PageMaker, Illustrator, Photoshop. Familiar with Solaris, Netscape, and Message Boards. Requires excellent time and project management skills as well as organizational and personal skills to work with a variety of personnel. Must be detail oriented. Ability to work as a team member and independently with minimal supervision. Must be able to convert databases into SQL. Must be familiar with e-commerce and business to business applications. Must be able to lift and carry thirty pounds. A Valid State of Ohio Driver's License is required.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER